

## SUPPLEMENTAL INSTRUCTIONS FOR SF-424A

*\*\*For Non-Construction Only\*\**

### Section A Budget Summary

Lines 1 - 5 The Prescott Grant Program is a single Federal grant program that does not require a functional or activity breakdown, therefore, only lines 1 and 5 have to be completed.

Line 1, column (a): **Marine Mammal Data Program** is the Program Function.

Line 1, column (b): **11.439** is the Catalog Number.

Line 1, columns (c) and (d): All applications will be new therefore there will be no unobligated funds.

Line 1, columns (e)-(g): Amount of funds needed for the funding period broken down by Federal, Non-Federal, and Total.

Line 5: Must match Line 1.

### Section B Budget Categories

Column (1): Itemized (by Category) amounts for all proposed Federal costs.

Column (2): Itemized (by Category) amounts for all proposed Non-Federal costs.

Column (5): Totals from Columns (1) and (2).

Lines (a)-(i): See attached NOAA/NMFS Budget Guidelines for explanation of Categories.

These reflect the total costs of the project for each "Object Class Category" (Personnel, Fringe Benefits, etc) separated into Federal and Non-Federal shares.

Line (j): Indirect Charges - Defined as overhead costs for basic operational functions (e.g., lights, rent, water, insurance) that are incurred for common or joint objectives and therefore cannot be identified specifically within a particular project. They can only be included in the budget if you have a negotiated indirect cost rate with the Federal government.

*Note: The Federal share of the indirect costs may not exceed 25% of the total proposed direct costs. If an approved indirect cost rate above 25% of the total proposed direct cost is obtained, you may use the amount above the 25% level as part of the non-Federal share only if prior approval from the Federal Program Officer is obtained. You must include a copy of the current, approved, negotiated indirect cost agreement with the Federal government with your application.*

Line (k): Totals - Must match the totals in Section A.

Line 7 - Although we do not anticipate income generation from projects funded through Prescott, if there will be income, identify the estimated amount here.

### Section C Non-Federal Resources

Since only one Grant Program is involved, only Lines 8 and 12 need to be completed.

Line 8, column (a): **Marine Mammal Data Program** is the Grant Program.

Line 8 and 12, column (b): The Prescott Grant Program requires a minimum 25% non-Federal cost share (i.e., match). For example, a project costing \$133,333 may include a \$100,000 Federal share and a \$33,333 non-Federal share. While the total Federal share cannot exceed \$100,000, the non-Federal share can exceed 25% of the total.

**Section D Forecasted Cash Needs**

Identify the anticipated quarterly costs.

Column entitled “Total for 1<sup>st</sup> Year” must match Section A, Line 1(e)-(g) and Section B, Line k(1),(2), and (5).

**Section E Budget Estimates of Federal Funds Needed for Balance of the Project**

We do not anticipate that applicants will be identifying unfunded needs of the project. However, if receipt of other Federal grants is anticipated and/or required prior to completion of the project, that should be noted in this section.

**Section F Other Budget Information**

This section provides you with some space for comments, as noted on the “Instruction For the SF-424A”. Note that additional justification should be submitted on a separate sheet. See the attached Guidelines for budget justifications on important supplementary budget information.

